

DD/S 71-0984

MEMORANDUM FOR: Director of Logistics

SUBJECT : Employee Suggestion

1. The Support officers of the Clandestine Service were asked about reader reaction to the recent Support Bulletin (SB-40), "You Need To Know." One of them called attention to an interesting side effect.

2. In the first article, "The Space Race," on page 4, column 2, it states, "There are 444 microfilm readers and reader/printers on hand." This caught the eye of [redacted] [redacted] She has five reader/printers in her branch and was surprised to see that there were a total of 444 around. Her interest in seeing the large number was that SB has had to special order and store in its space the special paper and activator used in the reader/printers. The paper comes in 8 1/2 inch X 300 foot rolls and is described as type 769 for 3M Filmac reader/printers. The activator for the 3M reader/printer comes in 16 ounce cans. The paper is stock number 7530-057-6352; the activator is stock number 6750-608-1092. In March of this year SB reordered for its use 80 rolls of paper and 80 cans of the activator. [redacted] wonders, since there are so many other reader/printers in use, why the Building Supply Officer could not stock the paper and activator for all users and conserve badly needed office space in her office and similar offices.

3. It would appear this is a suggestion worth looking into. Would you advise me your action on this matter.

[redacted]  
Executive Officer to the  
Deputy Director for Support

EO-DD/S:WEB:es (22 Mar 71)

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With reference to expendable supplies the Logistics Services Division (LSD), OL support of the Headquarters complex has been geared to stockage and issuance of administrative common use items as opposed to items which have limited application or are particular to any one component.

As LSD, by virtue of space and personnel available, is largely limited to this administrative type of support, the suggestion to stock limited application items such as the special paper and activator for reader/printers required some analysis as to the impact on our existing resources. Our concern is not so much with the two items in question as it would be with any possible future extensions of the suggestion which would require us to handle additional items of a particular nature.

The Headquarters stock records provided the usage factor for both items during the past 12 months. These are:

| <u>Item</u>                                       | <u>Quantity</u> | <u>Cost</u>        |
|---|-----------------|--------------------|
| 7530-057-6352<br>paper, film, 8 1/2" X 300' rolls | 750 boxes       | \$19,033.55        |
| 6730-608-1092<br>activator, 16 oz. cans           | 759 cans        | <u>1,791.24</u>    |
| TOTAL COST:                                       |                 | <u>\$20,824.79</u> |

NA

To conserve or free office space.

NA

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17 MAY 1971

Chairman, Internal Suggestion Awards Panel, OL

**SUBJECT: Unnumbered Employee suggestion**

The above quantities average out to issues of 90.6 boxes of paper and 91 cans of activator per month. Five Headquarters components consume 66 percent of the paper and 53 percent of the activator. Issuances to these five components are set forth below:

| <u>Component</u> | <u>Paper</u> | <u>Activator</u> |
|------------------|--------------|------------------|
| SB Division      | 160          | 200              |
| FE Division      | 116          | 48               |
| CRS              | 106          | 96               |
| CI Staff         | 64           | 36               |
| AF Division      | 50           | 20               |
| TOTALS:          | 496          | 400              |

The paper and the activator as noted above are both used for the 3M 400 series reader/printer. This machine uses an electrolytic reproduction process and is now in standard use. The 3M Company has recently marketed its 500 series reader/printer which features a dry silver reproduction process and would also require using a special paper. Several of these new models have been purchased by Agency components but the machine is not yet in general use, the high unit cost being a prohibitive factor.

In view of the moderate usage factors involved, the Logistics Services Division can stock and issue the special paper and activator within present space and personnel capabilities. However, the Office of Logistics has not included, nor can it include at this late date, funds in its FY 1972 budget to cover these costs. If the suggestion is approved, we will work with the individual offices concerned to have them initiate a requisition at the beginning of the fiscal year for their total yearly requirements and LSD will receive, issue and maintain the stock for this fiscal year. Starting in FY 1973, LSD could then assume budgetary responsibility.

We recommend the suggestion for adoption as there will be some benefits accruing to using organization in terms of conserving space. We appreciate the suggestor's interest in our space conservation problems.

**Distribution:**

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OL/LSD/[ ] (23 April 1971)

Next to last paragraph rewritten: EO/OL: [ ]